

Leigh Academy Rainham

Medical Policy

Version	1
Policy Status	Draft
Date of Issue	June 2025
Date to be Revised	June 2026

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1. Introductory statement

This policy is to guide parents and students around medical issues and incidents. This policy complies with the statutory requirements laid out in the DfE document “Supporting pupils with medical conditions” (December 2015)

- The Children and Families Act 2014 (section 100) places a duty on governing bodies of academies to make arrangements for supporting students at their academy with medical conditions.
- It is the academy’s intention that all students at the academy with medical conditions will be properly supported so that they have full access to education, including academy trips and physical education.

2. Aims

- The academy is committed to raising the aspirations of and expectations for all students with medical conditions.
- The academy will ensure that students with medical conditions can access and enjoy the same opportunities at the academy as any other student.
- The academy will endeavour to make the transition into the academy or return after a period of absence following an illness as efficient as possible.
- The needs of an individual student and how their medical condition impacts on their academy life will be central to decisions made as to how that student is supported and subsequent interventions put in place.

3. Objectives

1. To identify and provide for students who have medical conditions.
2. To put in place an individual healthcare plan for those students who have complex medical needs.
3. To monitor the individual healthcare plans on an annual basis.
4. To make sure all staff who are responsible for meeting the needs of students with medical conditions are appropriately trained.
5. To work with the parents of students with medical conditions in deciding how best to meet their needs.
6. To seek advice from the School Nurse and other medical professionals when deciding how best to meet the medical needs of students with complex medical conditions .

4. Responsibilities

- The responsibility for the implementation of the academy medical policy is with Mr Blinkhorn - Vice Principal and Mrs Loveridge - SENCO.
- The responsibility for ensuring that staff are suitably trained is with Mr Blinkhorn.
- Parents are responsible for letting the academy know the most up to date information about their children who have medical conditions.
- Prescribed medicines should only be administered at the academy when it would be detrimental to a child’s health or academy attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent’s written consent.

- Parents are responsible for letting the academy know what medication their child needs to take, dosage and regularity of administration.
- Parents must complete and sign a medicine administration form before the academy will agree to store and administer medicine.
- The academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- It is the responsibility of parents to ensure that any medicines stored by the academy have not passed their expiry dates and that fresh supplies are made available in good time.
- The academy does not accept responsibility for ensuring that children treated by prescription medicine receive the appropriate dosage at the correct time. It is expected that children on prescription medicines will normally be best treated at home. If students attending academy require the involvement of the academy in the administration or storage of such medicine, students are responsible for making sure they present at the academy office at the right time for the medicine to be administered.
- When they are no longer required, prescribed medicines will be returned to parents for safe disposal.
- In the case of non-prescription medicines no such medicines should be administered unless permission has been obtained from a parent. In the case of minor conditions such as headache, parents will be contacted for permission to administer one dose of paracetamol.
- A record will be kept in the Student Support Managers Office of any medicines which are administered, both prescribed and non-prescribed.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- The academy is responsible for making sure all relevant staff are made aware of a student's medical condition.
- Medical information will be shared with supply staff where appropriate.
- It is the responsibility of the trip organiser when planning an academy trip or visit to consider and cater for the needs of students with medical conditions.
- Injections should normally be given by an appropriate medical practitioner. In an emergency, a member of staff acting in loco parentis may take such action if prior consent has been given by parents and the member of staff has been suitably briefed. In some cases, such as diabetes, students may undertake their own injections. However, in such cases parents must agree and sign agreement to this in advance
- Students who have individual healthcare plans will have these reviewed on an annual basis or sooner if the condition changes.

5. Staff Training

- Any member of staff who provides support to a student with medical needs should have received suitable training. The training requirements for staff will be identified through the completion of individual healthcare plans.
- The academy will take advice from healthcare professionals when training needs are identified
- The academy will make sure training remains up to date

- Staff will not be allowed to administer prescription medicine or undertake healthcare procedures without having first received the appropriate training; a first aid certificate does NOT constitute appropriate training in supporting children with medical conditions.

6. Emergencies

- In the event of an emergency the following procedures need to be followed (this information is next to all phones in the academy reception):
 - ☐ Dial 999, ask for an ambulance and be ready with the information below.
 - ☐ Speak clearly and slowly and be ready to repeat information if asked.
 - ☐ The academy telephone number – 01634 412440
 - ☐ Your name
 - ☐ Your location is as follows: Leigh Academy Rainham, Otterham Quay Lane, Rainham, Gillingham, Kent, ME88GS. If off site you can use the What Three Words app to give an exact location if unknown.
 - ☐ Provide the exact location of the patient within the academy setting.
 - ☐ Provide the name of the child and a brief description of their symptoms.
 - ☐ Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.
 - ☐ When it is safe to do so, get someone to contact the parents of the student concerned and inform them of the situation.
- If a student needs to be taken to hospital staff should stay with the student until the parent arrives, or accompany the student to hospital if taken by ambulance.
- Where a student has an IHCP this should clearly define what constitutes an emergency and explain what to do.

7. Day Trips, residential visits and sporting activities:

- It is the responsibility of the trip organiser when planning an academy trip or visit to consider and cater for the needs of students with medical conditions.
- Information about all students with medical conditions is shared with staff & this information needs to be referred to when completing the planning stages of an academy trip.
- Academy trips, visits and sporting activities should all be planned to include the participation of all students, including those with medical conditions.
- Trip organisers need to consider what reasonable adjustments need to be made to include all students with medical conditions on trips / visits and allow them to participate fully.
- Risk assessments need to make reference to the medical needs of students and the consideration around this.

8. Asthma Inhalers

- The law has been changed and from October 2014 schools will be allowed to hold a generic asthma inhaler, to be used on any child during an emergency situation where the child does not have an inhaler or has insufficient dosage to resolve their asthma attack.

9. Unacceptable Practice

Academy staff need to use their discretion to judge each case on its own merits with reference to a student's individual healthcare plan but the academy considers it unacceptable to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- assume that every student with the same condition requires the same treatment.
- ignore the views of the student or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- send students with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their individual healthcare plans.
- if a student becomes ill, send them to the academy office or medical room unaccompanied or with someone unsuitable
- penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- prevent students from participating, or create unnecessary barriers to students participating in any aspect of academy life, including academy trips.

10. Complaints

It is the academy's intention to make certain parents and students are satisfied with the ways in which the academy manages the needs of students with medical conditions. If, however, a parent is dissatisfied with the support provided they should address these concerns directly with the academy..If for whatever reason this does not resolve the issue, parents or carers can make a formal complaint via the academy's complaints procedures,